

FSB EXTERNAL REVIEW PANEL MEMBER REPORT TEMPLATE

Notes/Instructions (delete this page before delivery)

This document is a template intended for use by Code 582 (Flight Software Branch) personnel to report on their experience as an invited panel member at an external review.

If more than one FSB person attended the review, all of the reports can be combined into one document if desired.

The following style conventions are used throughout:

Text in this style (style name “Normal”) is used for text that is equally applicable to all Summary Reports and should be included without modification.

[Text in this style (style name “TAILORING ADVICE”) is advice on how to tailor the text in any specific section, or an example of the type content expected.]

As the report is developed, the generic [TAILORING ADVICE] text and examples should be replaced with material that applies to the specific life-cycle review.

General Tailoring Guidelines

This section includes general tailoring guidelines applicable to the whole document. Specific recommendations are included in applicable sections.

The length and level of detail of the report should be commensurate with the scope and complexity of the project. Section headings may be added where necessary, but existing headings should not be modified or deleted.

Finally, in the target report, this entire page should be deleted.

See the following address for samples of previous FSW Review Panel Summaries:

<http://fsw.gsfc.nasa.gov/internal/tripreports.html>

This table shows the update history for the template.

Version	Date	Description	Affected Pages
0.1	02/22/05	Initial Version (based on FSW Review Panel Summary Report Template version 0.2)	All
0.2	03/29/05	Update based on 2/23/05 Standards CCB review	All

[March 29, 2005]

TO: Flight Software Branch/Head

CC: [List names and titles of people that should receive a copy of this summary.]

FROM: [Attendees' Name(s)]

SUBJECT: [External Review Name]

OVERVIEW OF OBSERVATIONS

[Describe the highlights of the review. One or two pages would be a typical length. See the URL on the Instructions page for a link to mission examples. Cover the following topics:]

- If you were asked to look out for particular aspects of the review, be sure to cover those aspects
- Overall quality of the review
- Number and severity of Requests For Action (RFAs)
- Issues/concerns
- Interesting differences in the approach of the external organization that could be lessons-learned for us

SUMMARY OF FSB REQUESTS FOR ACTION

[If you or other FSB attendees submitted any RFAs, summarize them in the following table. If not, leave the heading and the table but put the notation "N/A" in the description column of the table.]

[I/The GSFC FSW Team] submitted following Requests for Action (RFAs) against the subject Review:

RFA #	Originator	Summary Description
1	John Doe	Lack of requirements for handling processor exceptions.
		Add rows as necessary

SUGGESTIONS FOR FSB

[Observations of what the external organization is doing that we could learn from. If none, put "N/A"]

[Attendee signature (repeat as necessary if more than one attendee)]